



## **JOB DESCRIPTION**

<b>POSITION:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>STATUS:</b>	<b>Full Time Employment Position – equivalent of 40 hours per week</b>
<b>JOB LOCATION:</b>	<b>Authorized Home Office</b>
<b>EFFECTIVE DATE:</b>	<b>APPROVED Jan 2013 Amended April 2014</b>

### **ORGANIZATION OVERVIEW:**

Orienteering Canada is federally incorporated as a not-for-profit corporation and is a Registered Amateur Athletic Association under the Income Tax Act. The organization has about 6,000 members and operates within a budget of approximately \$70,000. Orienteering Canada works with provincial and territorial member association sport partners and the affiliated member orienteering clubs to deliver and coordinate programs and services to its membership and to advance the sport of orienteering across the country.

### **POSITION SUMMARY:**

The Executive Director reports to the President of the Federation, and is generally responsible for implementing decisions of the Board and activation of the Strategic Plan through the organizational, financial, marketing and programming management of Orienteering Canada.

### **DUTIES AND RESPONSIBILITIES:**

#### **LEADERSHIP AND COACHING**

The Executive Director will:

- provide recommendations to the Board regarding their duties and responsibilities as Directors
- provide the Board of Directors with information and analysis regarding positioning of the Federation with legislative requirements, external partners, funding agencies and the Canadian sport system
- identify and make recommendations regarding funding, programming and servicing opportunities that will help to support and further the goals and objectives of the Federation
- identify potential issues and make recommendations to the Board to limit or negate impact on programs and services
- liaise with and provide recommendations to identified Committees of the Board, Standing and Ad Hoc Committees, in order to support and further the goals and objectives of the Federation
- attend meetings of the Board of Directors and Committees as required or directed
- be available when requested to advise Member Associations in their efforts to grow and advance the sport within provincial and territorial areas of jurisdiction

#### **PLANNING**

The Executive Director will:

- be responsible for the general implementation, monitoring and evaluation process used in the activation of the Orienteering Canada Strategic Plan and the subsequent Action Plan(s)
- in coordination with the Board and committees, make recommendations and decisions regarding Strategic and Action Plan revisions or additions, ensuring that the plan remains dynamic and pertinent

## **FINANCIAL MANAGEMENT**

The Executive Director will:

- work with the Treasurer and the Board to ensure appropriate standards of financial accountability
- have and apply a strong understanding of the financial position, policies, procedures and practices of the Federation
- assist the Treasurer in the day-to-day financial management of the organization as required
- be a secondary signing officer for the Federation for financial instruments and contracts, to an established limit

## **MARKETING, PUBLIC RELATIONS AND COMMUNICATIONS**

The Executive Director will:

- promote a positive image of the Federation within the orienteering and sporting community, and with the media and the general public
- develop and implement marketing strategies with the Sponsorship Committee and within the context of the Strategic Plan
- work with Directors, Member Associations and Member Clubs to build sustainability in the organization with the development of a diversified and continually growing revenue base
- act as the primary liaison with all association funders, sponsors, advertisers and fundraising partners
- develop and implement communications strategies with the Communications Committee and within the context of the Strategic Plan
- ensure that communication vehicles such as the website are up-to-date, relevant and sustainable

## **PROGRAMMING**

The Executive Director will:

- be the primary collector and tracker of information about the activities and priorities of all programming committees, to ensure that appropriate connections are being made between committees and that duplication or gaps are avoided
- support and assist programming committees as required
- liaise with and assist event host committees as required

## **SUPERVISORY RESPONSIBILITIES:**

The Executive Director will:

- supervise other Federation staff and / or contactors unless otherwise specified in position documents or contracts

## **POWER OF DECISION MAKING**

The Executive Director:

- has the authority to take the measures that are necessary in the daily management of the Federation to administer approved plans, policies and programs. For actions required beyond these limits, the Executive Director is required to have decisions approved through the Board of Directors.

## **ACCOUNTABILITY AND AUTHORITY:**

The Executive Director will:

- act as a spokesperson for the organization, when delegated as such by the President
- provide an annual written report to the membership on the activities, successes and issues of the Federation, in relation to the Strategic Plan and the sport sector environment
- represent the association at meetings with Sport Canada, the Coaches Association of Canada and other national sport sector partners
- ensure that all required reporting is submitted in a complete and timely manner to the government, or other agencies

**OTHER:**

The Executive Director will:

- assume other duties as may be required from time to time by the President